

# **CHECKLIST**

## **For Public Works Single Family Residence Submittals Outside of Common Plan Development**

- \_\_\_\_\_ Single Family Lot Grading Plan Application – Required with all submittals in which a residential structure will be built.**
  
- \_\_\_\_\_ Agreement in Lieu of an Erosion and Sediment Control Plan - Required when a residential structure will be built within or outside of the Chesapeake Bay Preservation Area (CBPA).**
  
- \_\_\_\_\_ Driveway Apron/Culvert Permit Application – Required any time an apron or apron and culvert are proposed from a City street to access off-street parking area.**



# CITY OF SUFFOLK

DEPARTMENT OF PUBLIC WORKS / ENGINEERING DIVISION

442 WEST WASHINGTON STREET, 2<sup>ND</sup> FLOOR, SUFFOLK, VIRGINIA 23434

PHONE (757) 514-7611; FAX (757) 514-7727

## PUBLIC WORKS ENGINEERING SINGLE FAMILY RESIDENCE SUBMITTAL PACKAGE

- 1) City of Suffolk Lot Grading Policy
- 2) Single Family Lot Grading Plan Application
- 3) Agreement in Lieu of an Erosion and Sediment Control Plan for a Single Family Residence
- 4) Agreement in Lieu of a Stormwater Management Plan for a Single Family Residence
- 5) Single Family Residence Common Plan of Development or Sale Stormwater Pollution Prevention Plan (SWPPP)
- 6) Driveway Apron/Culvert Permit Application

The *City of Suffolk Lot Grading Policy* must be followed when preparing the single family residence lot grading plan.

A *Single Family Lot Grading Plan Application* is required for all submissions.

An *Agreement in Lieu of an Erosion and Sediment Control Plan for a Single Family Residence* is required for all land-disturbing activities of 2,500 square feet or more in the Chesapeake Bay Preservation Area (CBPA); or 10,000 square feet or more outside of the CBPA.

An *Agreement in Lieu of a Stormwater Management Plan* is required for all land-disturbing activities associated with the construction of a single family residence separately built and; part of a larger common plan of development, **or** greater than or equal to **one acre** and not part of a larger common plan of development.

A *Single Family Residence Common Plan of Development or Sale Stormwater Pollution Prevention Plan (SWPPP)* is required for all land-disturbing activities associated with the construction of a single family residence separately built and; part of a larger common plan of development, **or** greater than or equal to **one acre** and not part of a larger common plan of development.

A *Driveway Permit Application* is required for **any** work in the right-of-way.

These forms are specific to the Public Works Department. There will be additional forms required by Community Development.

## **CITY OF SUFFOLK SINGLE FAMILY LOT GRADING POLICY**

- 1) Site plans showing lot grading must be submitted with the building permit application. This plan must be in accordance with the engineering plans approved by Public Works, **under no circumstance will a lot grading plan be approved if the proposed impervious area exceeds the allowable impervious area defined in the approved engineering plans.** In the event that previously approved engineering plans do not exist, plans shall be prepared in accordance with lot grading standards established in the Unified Development Ordinance and this Lot Grading Policy.
- 2) Lot grading plans shall provide sufficient grades, ridge lines and directional arrows to define the proposed drainage pattern of the entire lot. A minimum of seven proposed lot grades shall be provided: four at the corners: two at the side yard midpoints; and one grade located at the center of the lot (rear of typical structure location). Intermediate grades may be required in order to verify positive drainage. Note the lot drainage type (A, B, or AB) for each lot.
- 3) The Resource Protection Area (RPA) must be delineated on the plans as applicable.
- 4) The Limits of Tidal Wetlands must be delineated on any plans adjacent to tidal waters. This is defined by an elevation 1.5 times the mean tide range.
- 5) The amount of impervious area in acres and percentage of the site that is impervious shall be depicted.
- 6) Storm water runoff should be directed to adequate drainage structures or large natural drainage features.
- 7) For larger parcels, the entire lot may not require a topographic survey (large wooded areas, agricultural fields, wetlands, etc.). Adequate drainage around the proposed residence, yard, driveways, and other structures must be demonstrated.
- 8) A minimum slope of 0.5% is required with a slope of 1.0% desirable where practical.
- 9) Lots shall be graded to within 0.1 feet of the final grade prior to issuance of a Certificate of Occupancy (CO). In addition, a minimum grade of 0.5% minimum slope must also be provided. A lot grading certification must be submitted to Community Development prior to issuance of a Certificate of Occupancy.
- 10) Lot grading which requires considerable fill (greater than 4.0 feet) shall be clearly delineated (shaded, cross-hatched, etc.) on the plan and is the responsibility of the developer.
- 11) Overland flow onto adjacent offsite property is generally unacceptable. When a natural slope of 5.0% or greater exists or more than four feet of fill is required, an area may drain in its natural direction. Easements may be required to drain water across adjacent property when runoff is increased or the direction of flow is altered.
- 12) Compliance with the current edition of the Virginia Erosion and Sediment Control Handbook minimum standards (MS-19) is required.
- 13) **The size of plot plans shall be no larger than legal size paper, 8.5" x 14".**
- 14) **A Driveway Permit is required for any construction within the associated right-of-way, including the installation of driveway culverts. A minimum 15-inch diameter RCP (reinforced concrete pipe) is required for driveway culverts.**



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## SINGLE FAMILY LOT GRADING PLAN APPLICATION

A formal lot grading plan prepared by a Professional Engineer, Surveyor, or other person licensed by the Commonwealth of Virginia to practice as such, shall be submitted with this application for review. Parcels located within an approved subdivision or otherwise master planned, shall be designed in accordance with the previously established lot grades and allowable impervious area. **Under no circumstance will a lot grading plan be approved if the proposed impervious area exceeds the allowable impervious area defined in the approved engineering plans.** The Certificate of Occupancy may be withheld if it is determined that a deviation exists between the actual site grades and the formal lot grading plan or the "City of Suffolk Single Family Lot Grading Policy".

### Application Procedure:

- 1) Complete the information at the bottom of this application
- 2) Complete the necessary agreement in lieu of forms and the Driveway Permit Application
- 3) Attach one copy of the formal lot grading plan
- 4) Submit the lot grading package to Community Development
- 5) Public Works Engineering staff will review the lot grading plan
- 6) Pay the fee of \$290.00 to the **Treasurer's Office** prior to issuance of permit(s)

### LOT GRADING PLANS MAY TAKE 1-5 WORKING DAYS TO REVIEW

Tax Map #: \_\_\_\_\_ SFC \_\_\_\_\_ (City Use)

Is this lot located within a subdivision with prior approved plan grades and served by a stormwater BMP facility? Yes  Subdivision Name: \_\_\_\_\_  
No  Lot number: \_\_\_\_\_

Parcel Address: \_\_\_\_\_

### Contact Person (owner/builder/permittee):

Name: \_\_\_\_\_ Daytime Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_ Alternate Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Applicants Printed Name: \_\_\_\_\_

Applicants Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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## AGREEMENT IN LIEU OF AN EROSION AND SEDIMENT CONTROL PLAN FOR A SINGLE FAMILY RESIDENCE

Tax Map #: \_\_\_\_\_

Subdivision: \_\_\_\_\_

Lot Number: \_\_\_\_\_

Parcel Address: \_\_\_\_\_

An approved erosion and sediment control plan is required for all land disturbing activities of 2,500 square feet or more in a Chesapeake Bay Preservation Area (CBPA); or 10,000 square feet or more outside of the CBPA. Where the land-disturbing activity results from the construction of a single family residence, an agreement in lieu of a plan may be substituted for an approved erosion and sediment control plan. Lots with approved engineering plans shall be designed in accordance with the previously established lot grades and impervious areas. **Under no circumstance will a lot grading plan be approved if the proposed impervious area exceeds the allowable impervious area defined in the approved engineering plans.**

Single family residential sites shall implement the following minimum practices, which will be considered to meet the requirements of the City of Suffolk Erosion and Sedimentation Control Ordinance, unless additional measures are specifically required by the Public Works Department:

- Silt fence is required behind the curb line at the front of the property and on all sides of the property that slope away from the site. Silt fence is required between the work site and any wetlands or other environmentally sensitive areas. The bottom of all silt fences shall be trenched at least 4 inches into the ground per the Virginia Erosion and Sediment Control Handbook.
- Streets and gutters are to remain free of all sediment and construction debris. Any sediment deposited onto the street must be cleaned up (shoveled and broom swept by the end of each day and prior to pending rain events).
- If a curb or drop inlet receives stormwater runoff from the lot, inlet protection must be provided and kept clean of sediment and trash. The inlet protection must be removed once the parcel is stabilized.
- A construction entrance is required unless otherwise allowed by the Public Works Inspector.
- All denuded areas on the lot shall be stabilized within seven (7) days of final grading with permanent vegetation or a protective ground cover suitable for the time of year.

**ADDITIONAL MEASURES:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

In accepting an agreement in lieu of an erosion and sediment control plan, the landowner agrees to allow free access to the site for the Public Works Inspector. Inspections will be periodic and unscheduled. Deficiencies will be noted by the Public Works Inspector with a time period specified to allow corrections of deficiencies. If corrections are not made within the specified time period, a Notice to Comply will be issued. If corrections are not made within the time limit specified in the Notice to Comply, a Stop Work Order will be issued for all activities except for erosion and sediment control corrective measures. The Order will remain in place until released by a Public Works Inspector.

In lieu of submission of an erosion and sediment control plan for the construction of this single family residence, I hereby agree to comply with the City of Suffolk Erosion and Sedimentation Control Ordinance and the requirements determined necessary by the Public Works Department as outlined above. Such requirements shall be based on the Virginia Erosion and Sediment Control Handbook and conservation standards contained in the City of Suffolk Erosion and Sedimentation Control Ordinance, and shall represent the minimum practices necessary to provide adequate control of erosion and sedimentation. I further understand that failure to comply with such requirements following notice representatives of the City of Suffolk could result in citation for violation of the City of Suffolk Erosion and Sedimentation Control Ordinance. I also agree to allow free access to the site for the Public Works Inspector.

If it is found that: (a) The Responsible Land Disturber certification is expired or otherwise invalid, or (b) It is inaccurately indicated on the Lot Grading Plan Application that the parcel is located in a subdivision served by a best management practice stormwater facility with an approved drainage pattern when in fact it is not; this application will be revoked and a stop work order issued by the Public Works Department.

**Name of Landowner (Print):** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Signature of Landowner:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Responsible Land Disturber\* (Print):** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Signature of Responsible Land Disturber:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**E-mail Address:** \_\_\_\_\_

**Type of Certification:** \_\_\_\_\_ **Certification Number:** \_\_\_\_\_

**Accepted by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

City use only

*\* A "Responsible Land Disturber" is an individual certified by the Virginia Department of Conservation and Recreation (DCR), Virginia Department of Environmental Quality (DEQ), or licensed in Virginia as a Land Surveyor, Professional Engineer, Registered Architect, or Landscape Architect.*